



STATE OF ARKANSAS
**Department of Finance
and Administration**

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MEMORANDUM

To: Chief Fiscal Officers and Vice Chancellors of Finance
From: Joseph A. Giddis, Director
Date: August 25, 2003
Subject: Revoked Business Travel Accounts

The Arkansas Agency Travel Card program requires that State Agencies and Colleges and Universities, in the case of the Business Travel Account (BTA) and the Sponsored Business Travel Account (SBTC), pay travel expenses in full by the credit card statement due date.

Since the inception of the program there have been a number of State agencies and Colleges and Universities who are delinquent on their BTA and SBTC accounts. An account is considered delinquent when the bank has not received payment prior to the 60th day after the due date on the bill. When the account balance is not paid within the 60-day time limit the account is closed. It is the agency and college and university's fiscal responsibility to ensure payment is made in a timely manner.

State Agencies, Colleges and Universities may request reinstatement of the BTA and/or SBTC account 30 days after the balance has been paid in full. The request must be submitted to the State Chief Fiscal Officer in accordance with the policy guidance established in the Arkansas Agency Travel Card Program as listed on the Office of State Procurement web site;
<http://www.state.ar.us/dfa/purchasing/travelcard.html> .

Questions may be directed to gerald.congleton@dfa.state.ar.us.

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